

**JOB OPPORTUNITY**  
**California Department of Veterans Affairs**  
**Serving Veterans since 1946**  
**Veterans Home of California, Yountville**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS.

**CLASSIFICATION:**      **Activity Coordinator (8319)**  
**Full – Time, Permanent**  
**\$1973.00 - \$2399.00**

**LOCATION:**                **Rehabilitation Services**

**FINAL FILE:**            **Until Filled**

***NOTE: Hiring for this vacancy is contingent upon obtaining exemption approval from the current hiring freeze.***

**DUTIES & RESPONSIBILITIES:**

The predominant duties for this position may be performed with little or no supervision; the predominant duties include, but are not limited to:

- ✓ Plans, implements and conducts a general activity program, which meets the residents' needs and Title 22 and OBRA mandates for all residents residing in the Skilled Nursing/Intermediate Care areas of the Veterans Home. Facilitation of these activities may include pushing residents in wheelchairs, setting up equipment (pianos, tables, etc.) and loading or transferring residents in wheelchairs onto buses, preparing and setting up Adult Education classes.
- ✓ Assess all re or new admissions to unit and completes transfer. Update Annual Assessment forms in a manner specified by all licensing agencies. If an Initial Assessment has not been completed, refers the residents to the Therapeutic Activity Department Therapist assigned to the building or "POD". Develops and maintains Patient Care Plans in conjunction with the Minimum Data Sheets. Takes daily attendance and records progress toward goals in quarterly notes-per regulations and in a timely manner. Participates in Interdisciplinary Team Conferences on all patients assigned to caseload. Refers residents needing additional intervention to the Therapeutic Activity Department Therapist for one to one sessions.
- ✓ Coordinates with other Services, Event Coordinator and other Services of other areas of the Home to facilitate programs. Develops and maintains appropriate contact with community resources. Coordinates, supervises and instructs volunteers helping with groups and special events.
- ✓ Attends and participates in staff meetings and in-service training. Requests and maintains equipment and supplies.
- ✓ Other duties as related.

**WHO MAY APPLY:**

Applications will be accepted from individuals with current/permanent State Service in the class of Activity Coordinator, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

**HOW TO APPLY:**

Candidates should submit a State Application (Std. 678), resume and copy of certificate of attendance in the Activity Coordinator Training Course.

VETERANS HOME OF CA – YOUNTVILLE  
PERSONNEL SERVICE – TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414

INQUIRIES:  
VOICE: (707) 944-4550  
TDD: (707) 944-4560

*Release Date: February 4, 2003*